

MONTHLY PROGRESS REPORT FOR FY 2010
June 2010

The following outlines the major activities of CCMPO in June 2010 by Work Task. This is the twelfth month of our FY 2010, therefore, 100% of time has elapsed.

1.0 Existing System Preservation and Improvement Services

1.1.1 Safety Program – 100% Complete *[Staff Manager: Jason Charest]*

- Road Safety Audits have been conducted on Hinesburg Road in Charlotte and Charlotte Road in Hinesburg as part of the High Risk Rural Roads Program (HRRRP). A report of the findings will follow.
- Staff has received a request from the Town of Jericho to examine safety concerns on a section of Skunk Hollow Road.
- Staff continues to participate in the Core Group's monthly meetings of the Strategic Highway Safety Plan (SHSP) multi-agency initiative.

1.1.2 Incident Management Training (CCRPC) – 95% Complete *[Staff Manager: Paul Luciano]*

- Coordinated ICS 200 course for 07/30-07/31 and 08/06 / 08/07 (24 hour total class time duration) at the Shelburne Fire Station. Course is set and ready to run. Taking RSVPS and sending to course facilitator.

1.1.3.1 Planning Assistance and Coordination – 100% Complete *[Staff Manager: David Roberts, except as noted]*

- Winooski St. Peter St.: CCMPO received a request from the Winooski City Manager to investigate traffic safety issues on St. Peter St. near the St Francis Xavier School. The MPO has collected data on traffic and pedestrian movements and is compiling this information for review with the city and school officials to determine next steps.
- South Burlington Orchard Elementary School: Scope of work approved and notice to proceed given to Lamoureux & Dickinson for project to address pedestrian and vehicle conflicts. *[Staff Manager: Bryan Davis]*
- Shelburne US 7 / Marsett / Bostwick Intersection *[Staff Manager: Jason Charest]* Staff is working with the Shelburne Police Department to obtain crash data at the intersection prior to considering potential safety improvements.
- Shared Use Path Connection over Muddy Brook: *[Staff Manager: Christine Forde]* Staff is working with a consultant to update cost and development information for the feasibility study for Shared Use Path Connection over Muddy Brook, completed in December 2006.
- Staff and Director met with Village staff and Lincoln Development group to discuss TIGER II application and Essex Junction project (06/01 and 06/08). Staff updated pre-application materials in preparation for application. *[Staff Manager: Bryan Davis & Peter Keating]*
- Staff and Director participated in HUD Sustainable Communities Planning Grant/TIGER II Planning Grant webinar (06/09).
- At the request of FHWA, staff agreed to be a presenter at the annual meeting of the Michigan Association of MPOs to discuss our experiences with scenario planning.

1.1.3.2 VTrans Planning Assistance and Coordination – 100% Complete [Staff Manager: David Roberts]

- The Circ-Williston Draft Environmental Impact Statement (DEIS) has been available since August 2007. Public comments are posted on the project website at <http://www.circeis.org/>. FHWA identified a preferred alternative for the Final Environmental Impact Statement (FEIS) located in the Circ A/B corridor in July 2008 and recommended this alternative to the Army Corps of Engineers as the Least Environmentally Damaging Practicable Alternative (LEDPA) for the Corps' consideration in reviewing wetland impacts to comply with Section 404 of the Clean Water Act. FHWA, the Army Corps of Engineers, EPA, and VTrans held extensive consultations over the past two years and the Army Corps approved of a modified Circ AB alternative as the LEDPA on July 7, 2010. VTrans now hopes to issue the FEIS in summer 2010 with the formal Record of Decision on the preferred alternative following a few months later following a public comment period on the FEIS. The current FHWA/VTrans schedule indicates construction may begin in 2013.
- Reviewed descriptions of 24 Safe Routes to Schools infrastructure applications for VTrans as part of Statewide advisory committee.
- Assisted VDH in the review of proposals to develop a resource or toolkit and series of training for health advocates and planners around the built environment and health.
- Director discussed general coordination and communication with VTrans POCA Director.

1.1.3.3 Planning Assistance (Locally Managed) - 100% Complete [Staff Manager: David Roberts, except as noted]

- Essex Junction VT 2A Circulation and Study & Village Connector Road Analysis [Staff Manager: Eleni Churchill] – Both reports were finalized and are posted at: <http://www.ccmpto.us/library/>. CCMPO staff is currently working with the selected consultant (RSG) on a SOW for scoping the Village Connector (Crescent) road concept.
- Exit 16 Transportation Management Study [Staff Manager: Eleni Churchill] – CCMPO has initiated a scoping project for US 2/7 at Exit 16 in Colchester from the Interstate ramps to Rathe Road. More details on this scoping project in section 3.4.4.2 of the progress report.
- Burlington Streetcar Study [Staff Manager: David Roberts] – The City of Burlington's project manager for this study expects a final streetcar feasibility report by August 2010.
- Burlington's Waterfront South Access Study [Staff Manager: Eleni Churchill] – CCMPO staff reviewed and provided comments on the draft final report for the Waterfront South Study. This project will be finalized by June 30th.

1.2.1 Transportation Systems Management (TSM) and Intelligent Transportation Systems (ITS) – 100% Complete [Staff Manager: David Roberts]

- Staff completed an analysis of optimized signal timings at VT289 and Essex Way. A draft memo was provided for the town's review in September and we are awaiting comments from the town.

- Staff is continuing research on Transit Signal Priority (TSP) systems. The Burlington Public Works Commission has requested the use of signal priority at the Cherry St./S. Winooski Ave. intersection to assist in moving buses through that location. CCTA staff is working with Burlington DPW on this issue. Two tests of the potential for TSP to assist bus movements were completed in May. Additional discussion on TSP issues occurred in June related to implementing a priority system as part of the Staples Lane project. CCTA is working with Jim Collura from U Mass to investigate any potential impacts of transit priority to automobile traffic in the area. Shelburne Rd continues to be a particular concern for CCTA as buses are frequently delayed on routes using the corridor which makes transfers at the Cherry St. hub more difficult to coordinate.

1.2.2 Efficiency Improvements (CCTA) – 100% Complete [Staff Manager: Aaron Frank]

- Fort Ethan Allen Signal: We received our permit from VTrans and are working on final bid documents. The project should be advertised in the next month.
- Real Time Passenger Information: Ross Nizlek and I completed our cost estimates and made a presentation to the Board. The project will be considered in the next Strategy Committee and Board Meeting.
- Transit Signal Priority: We completed an analysis of the Cherry Street project, have a cost estimate, and are trying to identify funding for the project.

2.0 Sustainability/Livability Services

2.1.2 Regional Models (CCRPC) - 100% Complete [Staff Manager: Melanie Needle]

- No work to report.

2.1.4 Transportation Land Use Planning and Review – 100% Complete [Staff Manager: Eleni Churchill]

- CCMPO staff reviewed a traffic impact study for a development in Williston and compared results and proposed mitigation strategies to the James Brown Scoping Study conducted by the CCMPO in 2009.

2.1.5 Transportation Land Use Planning (CCRPC) – 100% Complete [Staff Manager: Charlie Baker]

- CCRPC Director continued to participate in the meetings with CCMPO Director, Chair and other elected officials to develop the process for implementing the Challenges for Change legislation. CCRPC and CCMPO Directors and staff continued to prepare for potential regional applications for federal Livability/Sustainability opportunities. CCRPC and CCMPO Directors and staff continued drafting transportation/land use municipal plan and bylaw checklist as well as revisions to MOU and CCRPC Policies. The first draft of the checklist, review guidelines and standards, and MOU were delivered to the CCMPO on 06/30/10.

2.1.6 Transportation Corridor Viewshed Analysis (CCRPC) – 100% Complete [Staff Manager: Pam Brangan]

- Staff has completed all data development and maps for this project.

2.1.7 Transportation Corridor Viewshed Analysis - 90% Complete [Staff Manager: Michele Boomhower]

- Phase 2 is complete, with both towns' planning commissions focused on their preferred regulatory options. Jericho's top priorities include both roadside and ridgeline protections, while Essex will pursue a scenic overlay district as its first priority. The options will be incorporated in the Scenic Roadscape Protection Manual drafts (Phase 3) and bylaw and town plan language for each town (Phase 4).
- Jericho's draft Town Plan language is currently being reviewed and will be incorporated in an overall revision planned to be completed in September. Smart Growth Vermont will continue to work on the Manual and regulatory language through the summer for both towns, but Essex will minimize work on the project until it returns to full staffing in September.

2.2.2 Land Use Data Update and Maintenance (CCRPC) – 100% Complete [Staff Manager: Melanie Needle & Pam Brangan]

- Staff completed the wall size TIP map and began work on the document and brochure maps.
- Staff completed the fieldwork for the Huntington culvert and sign inventories, and began post-processing the data for municipal, state, and MPO use. Staff began working on a culvert inventory for Williston. Staff successfully uploaded Essex culvert data to the VOBCIT database.
- Progress on the Housing Points database update continued. Improvements to the housing database include an attempt to attach a year-built to each housing point. Preliminary housing point updates to Bolton and Buel's Gore have been completed as much as is possible without field research, and an update for Charlotte is in progress.
- Staff provided road maps of six Chittenden County towns to UVM rescue. The request was for 11 x 17 and wall-size maps.

2.2.3 Environmental Planning - 100% Complete [Staff Manager: Christine Forde]

- With CCRPC and VECAN staff helped organize and attended a Regional Energy Forum on June 24th.
- CCRPC and CCMPO staff hosted two Wildlife Connectivity and Transportation meetings in June (06/07 & 06/09) which attracted 25 participants. Sue Morse and Jens Hilke gave presentations followed by group discussion about current local and regional initiatives and future projects. Prior to the meetings staff sent meeting reminder emails and compiled RSVPs. CCMPO Director participated in the July 9th workshop.
- CCMPO staff continues testing the EPA MOVES 2010 air quality model and is drafting greenhouse gas and ozone related emission factors for use in planning processes.

2.2.3.1 Environmental Planning: Air Quality (CCRPC) - 100% Complete [Staff Manager: Julie Potter]

- No activity this month. Project is complete.

2.2.3.2 Environmental Planning: Energy & Climate Action Plan (CCRPC) - 100% Complete
[Staff Manager: Julie Potter]

- Staff researched energy and climate action issues, including emission inventories and energy and climate action plans from benchmark regions.
- Received approval to join ICLEI to obtain use of their emissions inventory software.
- With CCMPO and VECAN, CCRPC staff organized Regional Energy Forum which was held June 24th. Approximately 30 people attended. Scott Sawyer from the VT Sustainable Jobs Fund presented the VT Renewable Energy Atlas. Forum included an active roundtable discussion about energy activities. A short article on the forum appeared the next day in the Free Press. After the forum, staff set up a webpage to share the meeting summary, handouts, and other materials of interest.

2.2.3.3 Environmental Planning: Online Resource Mapping (CCRPC) - 100% Complete *[Staff Manager: Pam Brangan & Melanie Needle]*

- Staff has begun the data migration phase of the Community Maps program. This step includes use of a GIS tool called Data Interoperability. In addition to the data migration, some more data gathering is being done for the Community Map. Staff purchased ArcServer – a hardware and software package – to use for web map production.
- Two wildlife connectivity meetings were held this month. Planners, Conservation Commissioners, Planning Commissioners and VTrans staff attended the meetings. Sue Morse (Keeping Track) and Jens Hilke (Fish & Wildlife) presented valuable information about various wildlife and aquatic species in regards to road crossings. These meetings were also an opportunity for municipalities to share what work they have done in regards to data collection/monitoring of wildlife and road crossings.

2.2.3.4 Environmental Planning: Stormwater (CCRPC) - 100% Complete *[Staff Manager: Dan Senecal-Albrecht]*

- Staff finalized the list of the top 5 municipal flood/stormwater projects and prepared a memo to the CCMPO summarizing work completed under this task. Staff created “What’s your watershed address?” maps for Stream Team public outreach.

2.3.1 Regional Comprehensive Planning Involvement - 100% Complete *[Staff Manager: Michele Boomhower]*

- Staff continues serving on the CCRPC Regional Plan Update committee providing comment to staff on suggested plan changes.

2.3.3 Corridors and Circulation –100% Complete *[Staff Manager: Eleni Churchill]*
Colchester Avenue Corridor Plan:

- A summary of the first Colchester Ave Public Meeting was posted on the project’s web site at <http://www.colchesteravenue.org/>. The Public Meeting was also recorded by CCTV (Channel 17) and you may watch the program on-line by clicking on: <http://www.cctv.org/node/92684> or on the project’s web site.
- CCMPO, DPW and RSG staff are working on a *Complete Streets* (eliminate one travel lane and add shoulders) pilot (field) test for Colchester Avenue, between South Prospect and East Avenue, during the scheduled repaving of the avenue this summer.

The *Complete Streets* concept will be presented and discussed with the Technical Advisory Committee and the Public Works Commission in July.

2.3.3.1 Western Vermont Transportation Management Plan [Multiyear Project] - 100%

Complete [Staff Manager: *Eleni Churchill*]

The Western Corridor Transportation Management Plan has been finalized. The Final Report and Appendices are posted at <http://www.vtwesterncorridor.org>.

2.4.1 Alternative Fuels Planning - 100% Complete [Staff Manager: *Michele Boomhower*]

- No activities this period.

3.0 Multi & Intermodal Services

3.1.1 – 3.1.5 Create and Improve - 100% Complete [Staff Manager: *Aaron Frank*]

3.1 Create and Improve

- **Cherry St. Short Term Accommodations:** The City of Burlington approved our license agreement for the six downtown shelters. We are working with VTrans on a grant agreement to fund them as well as refining the construction documents.
- **Passenger Shelters:** We are applying for an encumbrance permit for two shelters on Home Avenue. The University Mall shelter was installed the day before the new US Rt. 2 service was implemented. It is 22' x 5' includes a solar light which was less expensive than the initial capital cost of a grid based light. We began using this design for its capacity and lighter architectural impact on surroundings in more developed areas.
- **Regional Public Transportation Expansion**
Transit Development Plan (formerly SRTP):
Updated TDP chapters have been posted on the CCTA website. The chapters that have been updated are:

Chapter 1

- A) New chart connecting CCTA's mission statement to accomplishments since the last TDP (Short Range Transit Plan)
- B) New section on the CCTA/GMTA relationship

Chapter 3

- A) Added charts on commuter flow from outside the county
- B) Expanded the section on residential density

Chapter 5

- A) This is a new chapter on Regional Coordination and Sustainability
- B) Expanded Park & Ride section

Chapter 6

- A) Expanded discussion of the cost-effectiveness of various service types
- B) New chart connecting CCTA's mission statement to the proposed new services

Chapter 7

- A) Added information on the transit mode share increase expected as compared to the service cost increase
- B) New section on Colchester
- C) New section on Regional Funding and greater CCMPO control of regional projects
- D) New section on the air quality benefits of transit

- Staff has also completed a draft of the Executive Summary and a summary of the TDP Online Survey that was conducted in the spring.
- Burlington Employee Survey:
In response to the City of Burlington's Climate Action Plan and desire to lessen the climate impact of City employees commuting to work, staff has been working with the City to investigate ways to encourage employees to commute by bus more often. As a first step, CCTA created an employee survey that asked several questions to gauge ability and interest to use CCTA bus service for their commutes. CCTA will be tallying the results and will report back to the City.

3.1.6 Public Transportation Planning by CCMPO – 100% Complete [Staff Manager: Peter Keating]

- A meeting of the Park, Ride and Intercept Facility Plan Advisory Committee was held on June 22 to discuss the development of that Plan.

3.2.1 Transportation Improvement Program (TIP) Development - 100% Complete [Staff Manager: Christine Forde]

- Presentations were made to the TAC and Board on the draft FY11-14 TIP. The Board warned the TIP for public hearing in July.
- A public hearing was held on June 16 on a TIP amendment for the US2 Truss Bridge in Richmond. The amendment was approved.
- CCMPO staff working with CCRPC staff completed the FY11-14 TIP map.
- Staff is reviewing the current TIP amendment policy and will present possible changes to the Executive Committee on July 7.

3.3.1 Access and Mobility (CCTA) - 100% Complete [Staff Manager: Aaron Frank]

- E&D Program: We received an \$11,486 or 4.2% increase to this program and will be meeting with the partners to allocate the funding in the next few weeks.
- ADA Program: FY10 ADA ridership through May is 39,231 one way trips, a 6,232 (19%) more trips than provided during the first 11 months of FY09. FY10 ADA expenses to date are only 0.57% over budget, due to the cost saving ADA sedan program we initiated last year.

3.3.4 2060 Metropolitan Transportation Plan (MTP) - 100% Complete [Staff Manager: Peter Keating]

- Staff continued evaluating performance impacts from transportation scenarios.
- Staff reviewed and suggested revisions to scenario maps with CCRPC staff.
- Staff and Director participated in a meeting of the MTP Advisory Committee to discuss events over the past 15 months, scenario analyses status, and reviewed a draft public survey to gain public comments on the land use scenarios.
- The MTP draft financial element was revised and presented to the CCMPO Executive Committee.

3.3.4.1 CCRPC MTP Support (CCRPC) – 100% Complete [Staff Manager: Charlie Baker]

- Scenario planning maps were delivered to CCMPO.

3.3.4.2 2060 MTP Support Adjacent Regions Support (Adjacent RPC's) 100% Complete [Staff Manager: Michele Boomhower]

- Final reports were submitted by all RPC and outreach was completed.
- CCMPO Director participated in a presentation of the Adjacent Regions Project at the CVRPC joint Board/TAC meeting (06/08).

3.3.5 Freight Transportation Planning - 100% Complete [Staff Manager:] Michele Boomhower

<http://www.ccmpto.org/freight/>

- Director participated in a public meeting related to the greater New England High Speed Rail Initiative (06/10).

3.4.1 Bicycle/Pedestrian Transportation Planning – 100% Complete [Staff Manager: Peter Keating] <http://www.ccmpto.org/BikePed/>

- Staff prepared meeting minutes from June Bike and Ped Committee meeting.
- Staff participated in Velo Quebec's "On the Move in the Community," Canada's first active transportation conference on June 3rd in Montreal. Workshops attended: Encouraging Cyclist- and Pedestrian-friendly Environments; Making the Link: Active and Public Transportation; and Active Transportation in Smaller and Rural Communities. Mobile workshops attended: Cycling in Montreal: An Activity for Everyone; and Technical Visits via Bicycle (these were visits to various facilities throughout the city). Conference information spanned various CCMPO program areas including Bicycle/Pedestrian Planning; Small Community Outreach; Transportation Demand Management; Way to Go! Commuter Challenge; and Communications/Outreach.
- As part of the Safe Streets Collaborative, staff met with staff from Local Motion and The Point radio about outreach and marketing efforts for the countywide Safe Streets program.
- Staff met with Local Motion and The Intervale Center about potential project to improve Intervale Road for all modes.

3.4.1.2.1 Regional/Inter-Regional Pedestrian/Bicycle Coordination (Local Motion) 100% Complete [Staff Manager: Chapin Spencer]

- See attached report.

3.4.2 Reduce SOV (Service and Operations Planning & Development) (CCTA) - 100% Complete [Staff Manager: Aaron Frank]

- New Williston Service:
The new Williston Road corridor service began operating on Monday, June 14th. The new service design consists of four main components; Williston-To Wal-Mart, Williston-To Essex, Williston Village, and the South Burlington Circulator. These services replaced the Umall/Airport and Williston routes. Based on very early ridership reports, the average weekday ridership on the new routes is trending about 9% higher than the previous routes (after accounting for new transfers). We anticipate ridership will continue to grow as passengers become accustomed to the new routes and expanded hours of service.

- Other activities related to the implementation of the new service that staff was involved in June include bus stop sign placement, passenger outreach at Cherry Street, Umall, and Wal-Mart, and answering many questions via email and the phone.
- Staff also worked with Wal-Mart to move the bus passenger pick-up/drop-off location to a new area. This move will require the elimination of one parking spot, but Wal-Mart was willing to take that step to allow the buses to flow through the area more easily.
- Tilley Drive: CCTA has been in contact with our service funding partners, Fletcher Allen Health Care, Pizzagalli Construction, Maitri Health Care for Women, and the Burlington Community Health Center, regarding service changes and funding in FY11. Beginning October 1, 2010, the Tilley Drive Shuttle will begin operating on Fridays, which now means there will be service five days per week.
- Development/Transit Oriented Design (TOD):
Essex Junction Multi-Modal:
Staff wrote and sent a memo to the Park Street Station developers and other interested parties outlining CCTA's needs if the project is going to serve as a new multi-modal transportation center in Essex Junction. CCTA's requirements include, at a minimum:
A) Ample Bus Stop Area - CCTA requires sufficient room for three buses to be pulled up to a boarding location at one time as Essex Junction is a transfer location for three routes. Each of the three buses could be up to 40 feet in length, so CCTA will need a minimum of 160 feet for passenger loading and unloading.
B) Passenger Amenities - The current transfer station in Essex Junction, the Amtrak station, offers CCTA passengers a large, lighted covered waiting area with seating. The new multi-modal center must provide an equal or better passenger waiting area that includes overhead cover, lighting, and seating. Bicycle storage such as bike racks or lockers are also necessary.
C) Signal Assisted Left Turn - One of the three routes that would stop at Park Street Station would need to exit the development and head south on Park Street/Vermont 2A into Williston. Due to the traffic along Park Street, the bus routing through Park Street Station must provide for a signal assisted left turn (south) onto Park Street. Forcing the bus to turn left onto Park Street without the assistance of a signal is not acceptable.
D) Pedestrian and Bike Access – The bus stop at Park Street Station must have safe and convenient pedestrian access to Park Street and connections to other village streets from there. All bus trips begin and end as either pedestrian or bicycle trips, therefore it is vital that the bus stop can be easily accessed through these means from the rest the Five Corners village area.

CCTA would much prefer the project include an indoor climate controlled waiting area for passengers, as well as restrooms and included this request in the memo.

3.4.3 Transportation Demand Management (TDM) - 100% Complete [Staff Manager: Peter Keating].

- Held a meeting of the Park and Ride Advisory Committee to discuss survey results and plan vision, goals and objectives.
- Provided names of local TDM advocates to Burlington Free Press reporter for June 20 Green Mountain section.

- Continued assisting CarShare VT with outreach projects including events at local businesses.
- Director met with CarShare VT Director and Board member to discuss future funding options for CarShare VT (06/21).

3.4.3.1 Way to Go! Commuter Challenge – 100% Complete [Staff Manager: Peter Keating]
<http://www.waytogovt.org/>

- Staff continued updating the W2GW website.
- Staff worked with WTG contractor on registration assistance, certificate printing, and awards ceremony planning.
- Staff updated WTG staff with most recently collected participant data.
- Staff and Director met with WTG contractor and affiliated partners to debrief on the 2010 Challenge event (06/21).

3.4.4.1 Project Definition (Scoping) Studies (Staff) - 100% Complete [Staff Manager: Christine Forde]

- Staff worked on scoping studies listed below.
- The current scoping agreement expires June 30, 2010. Staff is working on the Request for Qualifications for a new scoping agreement to cover the next three years.

3.4.4.2 Project Definition (Scoping) Studies (Consultant) – 100% Complete [Staff Manager: Christine Forde]

- *I-89 Exit 12B*
A public meeting will be held on September 9 to discuss the Interstate Justification Review report.
- *Gentes Road Bridge, Essex*
- The consultant is preparing the draft scoping report.
- *Huntington Bridge #8, Huntington*
- The final report has been completed and received.
- *Huntington Bridge #10, Huntington*
- The final report has been completed and received.
- *Bay Road Bridge over the LaPlatte River, Shelburne*
- The alternatives presentation meeting was held on June 22. The Selectboard chose a preferred alternative. The scoping report is being finalized.
- *Exit 16 Scoping [Staff Manager: Eleni Churchill]*
- The Local Concerns meeting for the Exit 16 scoping study was held June 17th at the Albany College of Pharmacy & Health Sciences (Water Tower Hill). For more information on this scoping effort check the project's web site at:
<http://www.ccmppo.org/I89/Exit16/>

3.4.4.3 Project Definition (Scoping) Studies (Locally Managed) - 100% Complete [Staff Manager: Christine Forde]

- *Dickinson Street Improvements, Jericho*
- The scope of work for this study has been finalized and will be presented to the Jericho Selectboard on July 15 for approval.

3.4.5 Transportation Action Grants (TAG) – 100% Complete [Staff Manager: Bryan Davis]

- Staff followed-up with first round grant recipients about project due dates and billing procedures for end of FY10.

4.0 Involvement Effectiveness and Administration Services

4.1.1 Education (CCTA) 100% Complete [Staff Manager: Aaron Frank]

Multimodal and Regional Coordination

- Colchester Avenue Corridor Plan: Staff attended a brief meeting regarding the repaving and restriping of Colchester Avenue in order to test the “complete streets” concept this summer. Staff will attend a meeting on this topic in mid-July and offer CCTA’s operational perspective on the proposed roadway changes.
- Bicycle/Pedestrian Committee: Staff requested a copy of the most recent plans for the Williston Road/Industrial Avenue intersection reconstruction project from VTrans. The most recent plans are several years old and it is not clear whether pedestrian improvements were included in that scope of work. CCTA is working to determine whether there is any possibility pedestrian improvements can be included in a revised scope of work for the project.
- Regional Park and Ride Plan: Staff attended the most recent meeting of the Park & Ride Plan committee held in late June. Staff will send the consultant language from CCTA’s TDP about Park & Ride lots so it can be incorporated into the Park & Ride plan.
- 2060 Metropolitan Transportation Plan: Staff reviewed and submitted comments on the most recent version of the MTP Financial Plan.
- Board Performance Reporting: We have completed our new performance reports for FY 09 and for FY 10 through April. Beginning with July 2010, reports will be completed on a monthly basis along with the board packet. (Aaron Frank)

4.1.3 Traffic Alert Program - 10% Complete for season [Staff Manager: Dave Roberts]

<http://www.ccmpto.info/cta/>

- The Traffic Alert program has resumed for the 2010 construction season. Updates are available via email subscription and at the website address above.

4.1.4 Public Participation, Communications & Legislative Monitoring – 100% Complete [Staff]

- Continued drafting next issue of e-newsletter NewsBreak.
- Staff prepared annual community report for the City of Burlington.
- Staff presented to UVM Sustainability Field Studies class in Richmond with Richmond Town Planner.
- Staff took photos of Jericho Streetscape Project in progress.
- Staff filmed June Board of Directors meeting using CCTV/Ch 17 equipment – video available online.
- Continued retrieving relevant clips from local media outlets.
- Third Sector Associates assisted staff with publicity for the Exit 15 Scoping Study Local Concerns meeting on June 17, 2010. She took meeting notes, finalized those notes, and drafted a project outline for the CCMPO webpage.
- Third Sector Associates took meeting notes for the MTP Steering Committee meeting on June 23, 2010.

- Third Sector Associates worked with the committee to schedule a public meeting with the South Burlington City Council in September on the 12B FHWA process.
- Third Sector Associates drafted a list of next steps for the Route 15 and Western Corridor Working Groups.
- Director coordinated with Burlington Free Press reporter to develop an article on the 2010 legislative session transportation outcomes (06/10).
- Director met with CCMPO Communications consultant to discuss current and future program activities (06/10).
- Director attended 2 day New York MPO conference, including training workshops and informational sessions (06/14-06/15).
- Director attended the monthly VAPDA meeting (06/03).
- Director participated in the NEARC Executive Committee meeting by conference call (06/24).

4.2.1 Improve Facilities (CCTA) 100% Complete [Staff Manager: Aaron Frank]

- Downtown Transit Center: We are refining our scope of work and pricing with VHB and initial subcontractors. We are working with the FTA to execute a grant to continue the site selection process.

4.2.3 Small Community Service Program - 100% Complete [Staff Manager: Bryan Davis]

- Staff continued liaison efforts with town planners and administrators and served as point of contact.

4.2.4 Project Coordination Assistance Initiative – 100% Complete [Staff Manager: Michele Boomhower]

- Director and staff coordinated to develop a quarterly communication transmission to CCMPO constituents regarding project development status.

4.3.1 Agency Administration – 100% Complete [Staff Manager: Bernie Ferenc]

- The CCMPO Executive Committee met on June 2, 2010.
- The CCMPO Board met on June 16, 2010 at the Sunset Ballroom and held a public hearing and adopted a major TIP amendment for the Checker House Bridge in Richmond; warned a public hearing for the FY10-14 TIP for the July 21st board meeting and held a second board retreat.
- Staff meetings was held on June 23.
- The CCMPO and CCRPC held a Chair/Vice-Chair/Director meeting to discuss Challenges for Change (06/09) and a Joint Executive Committee meeting to wrap up the joint RPC/MPO Personnel Policy changes and discuss Challenges for Change (06/23).
- Director continued to coordinate with consultant Paula Cope of Cope & Associates on CCMPO Board development process, a meeting was held to follow-up on the Board retreat (06/22), and to coordinate with the UVM Governance Study researchers and CCRPC (06/22).

- Staff evaluations were conducted between the Director and staff on 06/09, 06/11, 06/17, and 06/18. The Director evaluation was finalized with the Chair and Vice-Chair on 06/17.

4.3.2 Transportation Advisory Committee (TAC) - 100% Complete [Staff Manager: Peter Keating]

- The TAC met on June 1st and approved a TIP amendment for the US RT 2 Truss bridge in Richmond, recommended the FY11 TIP be warned for public hearing, elected officers for FY11, and identified members willing to review sidewalk applications with staff.

4.3.3 Training and Staff Development – 100% Complete [All Staff]

- Staff and Director participated in Effective Presentation Skills clinic and Project Management workshop (06/02).
- Staff participated in the June meeting of the Vermont chapter of the Institute of Transportation Engineers.

4.3.4 Training (CCTA) - 100% Complete [Staff Manager: Aaron Frank]

- No activities this month.

4.3.7 Data Collection and Maintenance – 100% Complete [Staff Manager: Daryl Benoit]
<http://www.ccmpto.org/data/>

- Staff & interns continue to collect 2010 ATR & Turning Movement traffic counts.
- Staff continues to undertake Bike/Ped counts throughout the county.

4.3.8 Transportation Model Maintenance and Enhancement - 100% Complete [Staff Manager: Dave Roberts]

- National Household Travel Survey (NHTS) – CCMPO staff has provided the data to UVM TRC and RSG completed their review of the data. Staff continues coordinating with TRC staff on the analysis of this data.
- Phase 2 of the regional transportation model daily model update is underway. This includes updating model parameters based on the NHTS add-on data, re-verifying the model's accuracy, peer review of the final model, and training for CCMPO staff and other interested parties. RSG has submitted a report on actual vehicle speeds from GPS data to validate the model's estimated speeds along key corridors. RSG submitted a final report analyzing NHTS data in response to comments from staff. RSG is now developing the coding for multiple time step analysis and expects to have a full draft of the model available for MPO review by late July.

4.3.9 Research Initiative for Transportation Investments - 100% Complete [Staff Manager: Dave Roberts]

- No activities this period.

4.3.11 Performance Measures and Indicators Initiative - 20% Complete [Staff Manager: Michele Boomhower]

- No activities this period.

4.3.12 Innovative Finance Initiative - 100% Complete [*Staff Manager: Michele Boomhower*]

- Outreach continued with each community who had not taken action on the BRC Resolution.
- Director participated in an economic analysis webinar (06/16).

FY 2010

CCMPO Regional/Inter-regional Bicycle Pedestrian Coordination & Planning Contract

Project: Local Motion - CLOSE THE GAPS

Report for tasks completed during June 2010

Scope of Work Activities:

1. Provide technical assistance to trail/walk/bike committees
2. Actively participate on regional bike/pedestrian committee
3. Work to advance regional connections between towns
4. Educate region on gaps in network, ways to address them
5. Work with state/regional leaders to seek creative funding
6. Administration of contract

	1. Tech Assist. to Trail/Walk/Bike Cmtes	2. Participate in Reg'l B/P Committee	3. Advance Regional Connections	4. Education re: Gaps	5. Work on creative funding
Charlene Wallace, Director of Operations & Trail Development – 19 hours					
o Created agenda and prepared materials for Burlington Walk/Bike Council (BWBC) meeting. Arranged meeting logistics and posted meeting agenda and meeting reminder on the BWBC listserv	✓		✓	✓	
o Attended and facilitated BWBC meeting: 6/12	✓		✓	✓	
o Provided Wayfinding sign files and info to the BWBC's I & I (Infrastructure & Intersections) workgroup	✓		✓	✓	
o Worked on bicycle parking planning for the City of Burlington	✓				
o Researched the possibility of official city recognition for the BWBC	✓				
o Prepared for and attended the BDPW Commission meeting to comment on planning for pedestrian parking signals: 6/14	✓		✓	✓	
o Met with Intervale Center, CCMPO, and LM representatives to discuss and plan for improvements to the bike/ped infrastructure on Intervale Rd.	✓		✓		✓
o Distributed S. Burlington Rec Path Committee Mission statement to BWBC members for use in developing a mission for the BWBC	✓				
o Attended the I & I workgroup meeting to continue advocacy to improve Burlington's bike/ped infrastructure	✓		✓		
o Prepared for, planned and attended BWBC Steering Committee meeting: 6/28.	✓		✓	✓	

	1. Tech Assist. to Trail/Walk/Bike Cmtes	2. Participate in Reg'l B/P Committee	3. Advance Regional Connections	4. Education: Gaps	5. Work on creative funding
o Measured and ordered parts to complete the installation of bike lockers in the Marketplace garage in Burlington	✓				
o Prepared Scope of Work for Bike/Ped Planning contract amendment for FY 2010	Contract Administration task				
o Compiled, wrote, and submitted narrative report for June for Bike-Ped Planning Funds to CCMPO	Contract Administration task				
Chapin Spencer, Executive Director – 37 hours					
o Prepared and delivered a presentation to Burlington DPW on June 1 about the bike/pedestrian and transportation facilities in Boulder CO.	✓		✓	✓	
o Communicated with Burlington and Colchester officials about the Rails To Trails Hall of Fame opportunity as a strategy for attracting more maintenance and/or expansion funding for the trail.	✓		✓		✓
o Continued to coordinate the establishment of a Burlington Bike Path Task Force to develop a plan for a comprehensive path rehabilitation.	✓		✓	✓	
o Convened a meeting on June 24 with BBA Director Kelly Devine, Councilor Kurt Wright, P&R Commission Chair Steve Allen and P&R Director Mari Steinbach to finalize a plan for the Bike Path Task Force.	✓		✓	✓	✓
o Responded to a resident complaint about Route 2 sweeping in Richmond and Bolton and passed on the issue to the appropriate contact at VTrans.			✓		
o Completed last month's reporting for this Regional Bike/Pedestrian Planning grant to the CCMPO.	Contract Administration task				
Bike Ferry Causeway Development					
o Prepared extensive reports to the Local Motion Board of Directors regarding the status of the Causeway Bike Ferry project and the proposed Cooperative Agreement with VTrans.			✓		✓
o Met with the South Hero Recreation Path Committee on June 15 to educate them on the status of the Causeway Bike Ferry project.			✓		
o Public education on the Causeway Bike Ferry project including a half hour radio show on Champ 101.3 and Star 92.9.			✓		✓

	1. Tech Assist. to Trail/Walk/Bike Cmtes	2. Participate in Reg'l B/P Committee	3. Advance Regional Connections	4. Education re: Gaps	5. Work on creative funding
Jason Van Drieshe, Education & Safety Manager – 4.5 hours					
o Met with Southern Connector task force members to continue planning for bike/ped improvements to the SoCo plans.	✓		✓	✓	
o Presented comments on bike/ped design for the Southern Connector to the Burlington City Council's Transportation Energy & Utilities Committee: 6/2	✓		✓	✓	
o Followed up on bike/ped design elements for Moran Plant with City officials.	✓		✓	✓	
o Followed up with the City of Burlington re: bike/ped design improvement requests to the Shelburne St. Roundabout	✓		✓	✓	
Brian Costello, Island Line Coordinator & Bike Ferry Manager – 10 hours					
o Set-up and facilitated a June 9 th meeting of stakeholders to discuss the development and management of the existing unofficial network informal trails in the Colchester High School / McCrea Farm Park area. Attendees included representatives from the Colchester School District, Colchester Parks and Recreation, the Hazelett Corporation, the Winooski Valley Park District, and the Vermont Mountain Biking Association. Arranged site visits to look at proposed new trails.	✓		✓	✓	✓
o Met with Natural Heritage Program biologist, Bob Popp for a site visit of Sunny Hollow, Colchester School District property, Hazelett property, and Upper McCrea Park to get his department's input regarding our group's proposed trail improvements: 6/21	✓		✓	✓	✓
o Drafted and distributed meeting minutes for June 9 th meeting.	✓		✓	✓	✓

Filename: June 2010 Progress Report.doc
Directory: G:\CCMPO Progress Report\FY 2011
Template: C:\Documents and Settings\dbenoit\Application
Data\Microsoft\Templates\Normal.dot
Title: EXECUTIVE DIRECTOR'S REPORT FOR FFY 2001
Subject:
Author: bferenc
Keywords:
Comments:
Creation Date: 7/15/2010 6:06 PM
Change Number: 3
Last Saved On: 7/15/2010 6:07 PM
Last Saved By: mboomhower
Total Editing Time: 2 Minutes
Last Printed On: 7/28/2010 1:29 PM
As of Last Complete Printing
Number of Pages: 17
Number of Words: 6,208 (approx.)
Number of Characters: 35,386 (approx.)